

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Direct Support Professional II

Class Code: 70346

A. Purpose:

Provides guidance and training to staff for a module; and schedules, coordinates, and implements teaching and treatment plans from a variety of therapeutic disciplines to ensure that each person served will develop to their fullest potential; maintains a structured and healthy environment designed to enhance the well being of persons served while providing continual guidance regarding life skills, academic skills, and work skills to ensure appropriate social interaction.

B. Distinguishing Feature:

The Direct Support Professional II serves as a lead worker for the module and has the authority to make minor adjustments in routine for themselves and Direct Support Professional I's to ensure individual teaching plans are completed or serves as an instructor to adolescents in the Turtle Creek Youth Program located at the South Dakota Developmental Center.

The Direct Support Professional I provides direct care services and conducts daily individual teaching plans; and provides information at annual support plan reviews where parents, guardians, and professional disciplines determine goals and objectives for individuals throughout the next year.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Manages daily module activities and staffing schedule to ensure tasks are completed.
 - a. Assigns individual care and escort duties to the Direct Support Professional I.
 - b. Develops and posts the Direct Support Professional I daily work schedule and schedule for the individuals' daily appointments.
 - c. Charts visitors and packages.
 - d. Directs and monitors the Direct Support Professional I work and notifies supervisor of problems.
 - e. Reviews all charting for completeness.
 - f. Familiarizes new Direct Support Professional I's with people living at SDDC, module areas and policies and procedures.
2. Provides direct personal care for people served at SDDC and implements Activities of Daily Living (ADL) teaching plans to ensure good health and hygiene.
 - a. Wakes people served at SDDC.
 - b. Escorts people served at SDDC to meals and assists with dining skills when necessary.
 - c. Assists or instructs with personal hygiene such as shaving, bathing, toileting and dressing.
 - d. Helps people served at SDDC do their laundry.
 - e. Obtains and records vital signs.
 - f. Assists people served at SDDC in getting to appointments and activities.
 - g. Observes people served at SDDC for unusual symptoms and reports to medical staff.
 - h. Assists people served with personal telephone calls and letters.

- i. Observes and directs individual work activities.
- 3. Observes, records, and reports behavior and intervenes with behavior modification techniques as needed to ensure safety of the people served and staff and provide supporting documentation for teaching and treatment plans.
 - a. Reads and discusses treatment plans with people served at SDDC.
 - b. Provides support and motivation by interacting with people served at SDDC.
 - c. Reports unusual behavior to medical staff.
 - d. Provides appropriate level of supervision to people served at SDDC.
 - e. Redirects unacceptable behavior if possible and follows procedures in the individualized Behavior Treatment Plan.
 - f. Searches for missing persons.
 - g. Initiates emergency procedures.
- 4. Participates in module maintenance to provide a clean, comfortable environment.
 - a. Cleans and decorates and/or assists people served at SDDC with their housekeeping skills.
 - b. Stocks module supplies as needed.
 - c. Fills out requisitions for supplies and clothing needed by people served at SDDC.
 - d. Documents any needed repairs on the Preventative Maintenance sheet.
- 5. Documents activities during each shift to provide information to medical staff and coworkers on other shifts.
 - a. Meets with staff coming on and going off duty to exchange information.
 - b. Maintains charts of daily activities and completes monthly reports.
- 6. Responsible for the day-to-day supervision and direction of adolescents with developmental disabilities to ensure their security, safety, health, and compliance with facility standards and rules.
 - a. Oversees adolescents as they perform academic or work projects.
 - b. Documents observation results for each adolescent.
 - c. Intervenes in altercations between adolescents and attempts to de-escalate any issues.
- 7. Participates as a member of the inter-disciplinary team by attending meetings and discussing behavioral issues regarding persons served to ensure their problems are fully realized by the team and appropriately resolved.
- 8. Performs other work as assigned.

D. Reporting Relationships:

Does not supervise, but provides work direction to Direct Support Professional I's.

E. Challenges and Problems:

Challenges include learning about the people served in order to know how to teach and motivate them, recognize changes in behavior that may indicate additional services are needed, redirecting and implementing Behavior Treatment Plans, and ensuring other treatment plans are implemented correctly. Also challenging is motivating the people served at SDDC to perform up

to standards on academic or work details and instilling pride, confidence, and self-respect in the people served.

F. Decision-making Authority:

Decides work assignments; when work is complete and charting is correct; assists people served to requisition their funds; determines if people should use outside sidewalks or tunnels when going to food service, canteen, etc; when to intervene in disputes between people served at SDDC; and when a person's illness warrants referral to medical professionals.

Decisions referred include final teaching plan, medical needs, procedures for implementing treatment plans, and formal counseling.

G. Contact with Others:

Daily contact with medical staff for direction and occasional contact with the agency responder concerning any unusual activity or people in the area. Contact as needed with parents or guardians that visit people served at SDDC. Occasional contact with the budget and finance office for the approval of funds; and the environmental services personnel to repair and maintain facilities.

H. Working Conditions:

Works with people who are unpredictable, physically aggressive and self-abusive; exposed to mental and physical demands including back and muscle strain; frequent kneeling, squatting, twisting, and bending; lifts and repositions people who need assistance; assists with personal care and hygiene tasks; and works a variety of shifts.

I. Knowledge, Skills and Abilities:

Knowledge of:

- techniques used in conducting teaching plans for people with developmental disabilities;
- facility routine;
- basic social skills;
- principles of basic human behavior;
- safety procedures and practices;
- basic health care;
- protective health measures;
- physical and emotional needs of people served.

Ability to:

- supervise and provide work direction to staff regarding methods to assist people with developmental disabilities;
- be a positive role model;
- make effective decisions in emergencies;
- lead people who live here in assigned tasks;
- provide academic guidance;
- follow established policies and procedures;
- carry out procedures of teaching or treatment plans with people served;
- accurately observe and report individuals' behavior and other responses to treatment;
- establish and maintain good working relationships with staff and persons served;
- prepare routine reports.